**PASH Hospitality Committee Information**

**2016**

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The goal of the Hospitality Committee is to make all members feel welcome at PASH events. The committee assists members with responding to dinner RSVP’s, signing them in at the registration desk, creating name tags for new members, guest speakers, and any current member who needs a replacement, and providing any related PASH literature that members should be given. The committee is tasked with making sure each member feels welcome and that their needs are met. By having Co-Chairs who work together, these tasks are often divided up evenly, so all requirements are met promptly and efficiently.

**Table of Contents**

**Dinner RSVPs…….………………………………………………………………………3**

**Name Tags………………………………………………………………………………..4**

**Registration Desk.…………………………………………………………………….5**

**Volunteers………………………………………………………………………………..6**

**Raffle Tickets & Parking…..……………………………………………………….6**

**Registrant Details……………………………………………………………………7-9**

**Dinner RSVPs:**

Members have 1 of 3 ways of providing an RSVP to the Hospitality Committee: website, email, and hotline.

URL: [Dinner Reservations](https://events.r20.constantcontact.com/register/eventReg?oeidk=a07edd6smkpdc692f6c&oseq=&c=&ch)

Email: [dinner@pashcopas.org](mailto:dinner@pashcopas.org)

Phone: 713-526-6070 (the hotline is handled by the PASH president and she/he can give you the names of those who call in)

Members have until the Monday evening before the meeting to submit their RSVP. The Co-Chair responsible for RSVP’s should keep track of all them on an excel spreadsheet with the Members Name, Company, and Email Address. On Tuesday morning, send an email blast to all those who RSVP’d notifying them there submission has been received and that they will be seen at dinner that week.

Example text:

*Good Morning,*

*Your RSVP for dinner has been received. We look forward to seeing you at dinner this Thursday, Nov. 17th.*

*Thanks so much and have a great day!*

*PASH Hospitality Committee*

Waiting to send one email, rather than replying to each email that comes in, will help save time for the party responsible for confirming receipt of RSVP’s and allow for consistency in responses.

A final head count should be given to the acting Hotel Liaison, so that number can be relayed to the hotel for dinner preparations.

Any RSVP’s that come in after Tuesday morning, should be added to the Wait List unless there is ample room left on the guest list (typically 75 or less). Notification to late comers should be sent letting them know that they are on the Wait List and will be contacted if room is available or they can always stop by the Registration Booth at their convenience as well to confirm attendance.

**Name Tags:**

Currently name tags are being created through the My Avery Account service. Access to this website is below:

URL: <https://accounts.avery.com/um/signin.do?client_id=myavery>

Login: [helendelarosa2015@gmail.com](mailto:helendelarosa2015@gmail.com)

Password: Guihua$1234

The size that is used for Name Tag creation is Avery Refill 5390 2 ¼ x 3 ½ with corresponding clear badge holders. These supplies can be purchased at Office Depot or online through Avery Services. If a Co-Chair purchases supplies for this, receipts can be turned into your Board Liasion for reimbursement.

All **new members** should be given a name tag, preferably by their first meeting, however that is not always possible if new member information is not properly provided. Their name tags should have a red dot sticker on it as well to notify current members that a “newbie” is in attendance.

**PASH Chair and BOD members** should have their name tags updated each year with the correct information regarding what their position is and a corresponding ribbon should be placed on the badge as well. Any member who had previously served as a **PASH President** should have their name tag printed on red paper to clearly identify their previous service to the organization.

Example Name Tags:



**Current Members** who request a new name tag should have one made for them and presented by the next meeting.

**Guest Speakers** should also be provided a name tag upon check-in to dinner. Each committee chair should provide their speakers name in anticipation of one being created for the speaker when they RSVP for dinner. At the end of the evening, the name tag should be given back to Hospitality by the member who invited them.

**Registration Desk:**

The Hospitality Committee members are the first faces that dinner attendants see when they arrive and check in. Having all appropriate registration information is pertinent to insuring that no one is overlooked and everyone feels welcome. The registration information is typically sorted into 3 sheets of attendants’ names in alphabetical order, A-G, H-M, and N-Z. These sheets are compiled by one of the Co-Chairs after receiving all of the RSVP’s from the website, email, and phone hotline.

An example of how the registration forms should look is below. Please note this is from the 1st 2 meetings where Dues are still addressed. This does not have to be included from the 3rd meeting going forward:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Check In | First | Last | Company | Outstanding Dues | New Member | NameTag |
|  | Pamela | Akpotaire | TX General Land Office | As of 11/11/2016 |  |  |
|  | Mary Ann | Anderson | Hilcorp |  |  |  |
|  | Larea | Arnett | ExxonMobil |  |  |  |
|  | Jeana | Berry | Elk River Resources |  |  |  |
|  | Laura | Blunk | OGC Consulting |  |  |  |
|  | Reid | Brooks | Guest Speaker | N/A |  |  |
|  | Michael | Calcagno | ENI Petroleum |  |  |  |
|  | Michelle | Caruso | Sheridan Production |  |  |  |
|  | Larry | Champagne |  |  |  |
|  | Dee | Clements | ExxonMobil |  |  |  |
|  | Jill | Coble | ConocoPhillips |  |  |  |
|  | Joseph | Cox | Mantle Oil & Gas |  |  |  |
|  | Laura | Distefano | Guest Speaker | N/A |  |  |
|  | Henry | Glover | ConocoPhillips-Retired |  |  |  |
|  | Robert | Gronwaldt | Statoil Gulf Services |  |  |  |

Each member will be checked in as they arrive. Notation of new members, outstanding dues, and name tag needed or not should be recorded. The collected information will be provided to the PASH president, treasurer, and Hospitality Liaison to the BOD within 24-48 hours of the meeting.

A Waiting List is also always kept for members who forgot to RSVP, but would like to attend the dinner. Typically, all on the waiting list will be able to attend the dinner due to no-shows, cancelations, etc.

\*\**Members who RSVP 3 times and do not show up, should be gently reminded the next time they RSVP, that if they do not show up, then they will be invoiced $45.00 for their meal as per policy.\*\**

**Volunteers:**

A request should be sent to hospitality members at any time before that month’s meeting requesting volunteers to assist in “manning the booth.” The recommended time frame to do this is approximately a week before the meeting is set to occur. When sending out the email, please be sure to BCC the members rather than including them in the “To” section.

An example email requesting this service is below:

*Hello Hospitality Committee Members,*

*Hope you all are having a great week!  Please let me know if you will be able to help at the registration table at the next PASH meeting at on Thursday evening at 5:15pm, November 17th,  2016.*

*If you would like to be removed from this distribution list, please let me know.*

*Thank you,*

***Michelle Caruso****– PASH Hospitality Co-Chair*

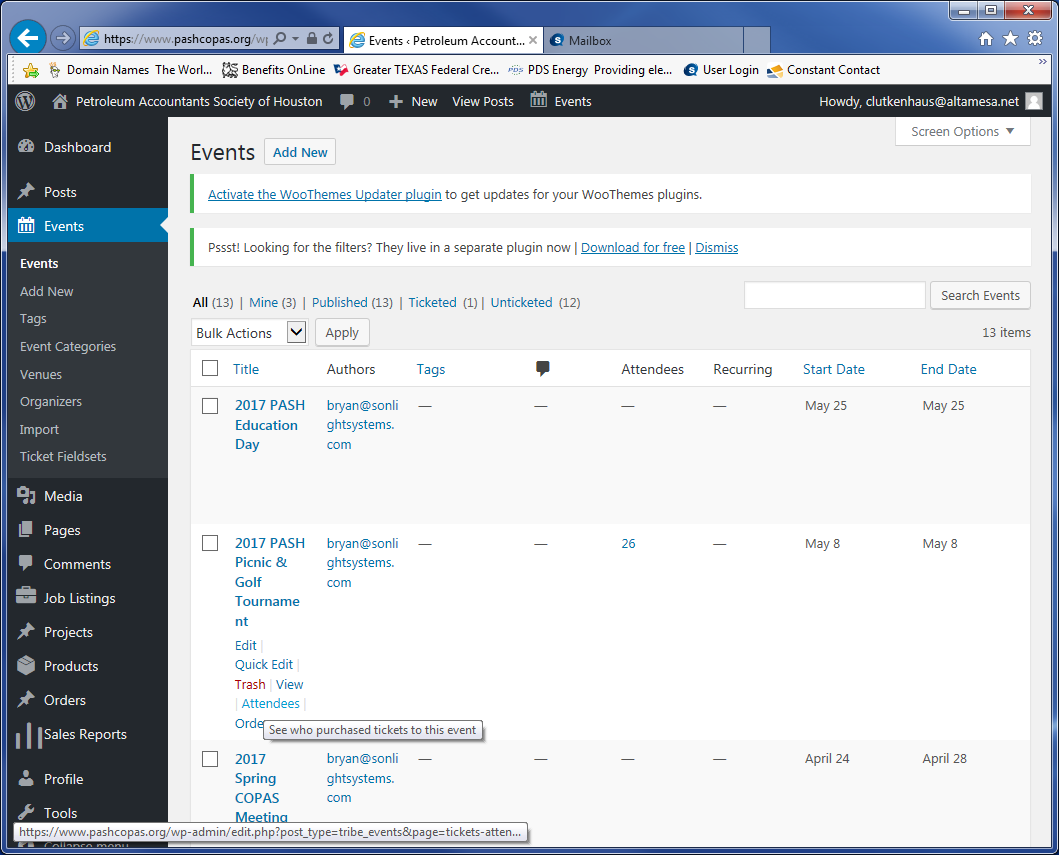
\*\*Always thank the members who volunteer to help.\*\*

**Raffle Tickets & Parking:**

Each member who attends the dinner should be handed a set of yellow raffle tickets: one gets dropped in the jar on the way into the dinner, they keep the other. If their ticket is drawn after dinner, they win a prize. Members who bring hotel toiletries for the Star of Hope Mission receive 2 sets of raffle tickets. These toiletries should be handed to the Vice President for delivery to the mission.

Valet Parking can be validated. Please place a validation sticker on the back of their parking ticket they present at check-in. Please always make sure to ask them if they need one in case they forget.

**Registrant Details—Constant Contact Reports**



Open Dashboard

Open Events

Hover over the event, until the menu appears

Click on “Attendees”

Choose Export

